



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): AO/TK

UPDATES THE TIMECARD NDAA-1111

Roles: Admin Officer and Timekeeper

LOGGING IN

To log into the Integrated Time and Attendance system (ITAS) go to https://itas.nih.gov. Click the login button, use your PIV card and pin. If you are exempt from using your PIV card click the non-PIV login page link. Once logged into ITAS, select the Admin Officer or Timekeeper role.

UPDATE/CHANGE TIMECARD FOR NDAA-IIII HOURS

NOTE: ASSUME THE NDAA-IIII LEAVE REQUESTED AND APPROVED BY LAO

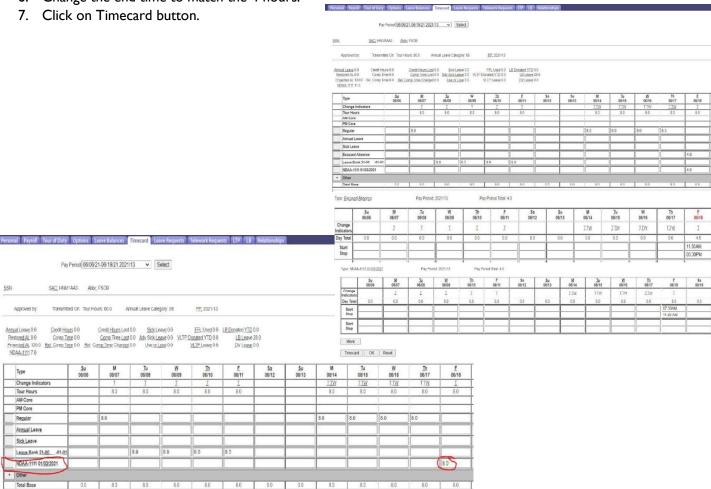
Admin officers or timekeepers who wish to update the NDAA-IIII leave must perform the following steps.

TIMECARD SCREEN

- 1. Click on employee timecard link via AO/TK dashboard who already have approved NDAA-1111 leave.
- 2. Verify NDAA-IIII leave displayed on timecard for one day.
- 3. Click on + button to expand the additional leave type.
- 4. Change the NDAA-IIII hour; for example, if the NDAA-IIII hours are 9 change it to 4 and enter the 5 hours into excused absence (or other pertinent leave/pay type) field within same day.
- 5. Click on NDAA-IIII detail (zoom) button.



6. Change the end time to match the 4 hours.



- Click on excused absence detail (zoom) button.
- Enter start time as NDAA-IIII end time.
- 10. Enter end time to match 5 hours.
- 11. Click OK button.
- 12. Click on OK button in confirmation screen.
- 13. Click on Timecard button.
- 14. Verify NDAA-1111 updated successfully in timecard.